CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON ACADEMIC PLANNING & REVIEW

CAPR Meeting Minutes, Thursday, Mar 12, 2009, 2:00 – 4:00 P.M

Present: James Ahiakpor, Economics
         Barbara Hall, Philosophy
         Chung-Hsing Ouyang, Math and Computer Science
         Michael Lee, Geography & Environmental Studies
         Collin Ormsby, Presential Appointee
         Linda Smetana, TED
         Aline Soules, Library, Chair
         Margaret Wright, Nursing and health science

Apologies: Pat Jennings, Sociology

Guests: Carl Bellone, AVP Graduate Studies & Academic Programs
        James Okutsu, Communications

A G E N D A

Meeting called to order at 15:10

1) Approval of the Agenda
   a) Ahiakpor move to approve agenda, Second Chung-Hsing

2) Approval of the minutes of Feb 05, 2009 and Feb12, 2009
   a) Deferred to March 19, 2009
   b) Minutes of Feb 19, 2009
      i) Jennings move to approve, Second Ahiakpor

3) Report of the Chair
   i) MOUs held for KPE
      (1) Anthro and Social Work scheduled for April MOUs
      (2) Requested that CAPR recommendations in this year’s CAPR reports be numbered for clarity
   ii) Annual reports
      (1) 5 year reviews are now accompanied by annual reports for the interim years. There was discussion about whether to ask programs to submit these reports with their five year review materials; however, there was concern that with potential changes in program chairs and variant methods of storage, it would be better to leave the gathering of annual reports to the Academic Senate Office. It was further suggested that a naming convention could be adopted to rename incoming annual reports for ease of retrieval as well as archiving

4) Report of the Presidential appointee
   a) No new business

5) Old business
   a) Dealing with CAPR documents
      i) There was discussion of whether CAPR should mandate that the Outside Reviewer visit the campus in fall quarter. It was decided that the language in the proposed revisions be changed to be “no later than fall quarter.”
      ii) CAPR 9
         (1) Number 7, page 4 – insert vote count on new title page/outline
         (2) Number 8, page 5 – insert appendix reference, program writes summary and CAPR writes recommendations
(3) Number 9A – change language related to MOU as they are after the CAPR report
(4) Number 9 Alter statement about executive summary – as program writes executive summary, CAPR writes the recommendations
(5) Number 10
   (a) Add the chair or designee
(6) Programs without external accreditation
   (a) The previous five year report is archived in the Senate Office and could be produced, if needed, at the next five year review; however, the whole review should not be needed.
   (b) The executive summary (from the self-study) will be added.
(7) Number 1 – change IRA to Planning and Institutional Research
   (a) Most recent 5 years of statistics
   (b) Executive summary
   (c) Summary of last program review
   (d) B needs rewording
(8) Number 1c page 6
   (a) Statistics concern
      (i) Purpose and use, and how do we help departments use the data
      (ii) Suggest adding a list of potential questions for program reviews to answer
          1. Ormsby will write a series of questions for this purpose
      (iii) Suggest add where people can get help
      (iv) Add a section to template outline after stats, add section about how those stats impact the program
      (v) Add stats section to workshop for Chairs
   (vi) Soules and Ormsby will talk to Carl Bellone about the stats needed by WASC
(9) Number 1 b - add online campuses and Oakland campus
(10) Number 1 e – add assistive technologies, instructional support, facilities to examples
(11) Number 2 a – add Oakland, Concord and Online campus (3 campuses (Hayward Hills, Oakland, and Online), Professional Development Center in Oakland, and Other)
(12) Number 3 B (change IRA to PIR)
(13) Number 3 f – give blank copy of SLO rubric
(14) Number 3 - Remove Non-mandated
(15) Number 3g – remove
(16) Number 3 –(page 8) fix grammar of last sentence
(17) Number 4 – add amended plan
(18) C (page 9 ) timeline in appendices and matched
(19) External accredited programs – checking with Carl
(20) E – Tenure Track faculty requests will not be considered without a current Five-Year Review
(21) Annual report section
   (a) Correct IRA to PIR, and title of Associate Vice President
(22) Appendices section
   iii) Move them into the document to strengthen them
   iv) Distributed revised template, updated timeline, updated rubric, updated format for response for five year program reviewers, student learning outcomes rubrics
   (1) Soules will put them together as soon as possible for final review by CAPR
   v) Want to forward to Excomm by end of the month
(6) New business
   a) Liaison for political science – Soules
   b) Liaison for Recreation – Smetana/Soules
   c) Soules will send link to documents for liaisons for the report summaries
   d) Regarding future meetings, Ormsby cannot attend on March 19; Lee cannot attend on April 2.
   e) Next meetings: March 12, 19, and April 2.
(7) Adjournment
   a) Moved Lee. Adjourned at 15:56